



STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF NATURAL RESOURCES
CHUCK GIPP, DIRECTOR

Well Contractor Well Contractor Certification – Frequently Asked Questions –

March 11, 2013

Notice to all Iowa DNR Certified Well Contractors -

2014 will be a renewal year for Iowa DNR Well Contractor Certification. To help manage you understand your certification requirements we have put together this document that answers some of the most frequently asked questions related to certification. Please take a few moments to look through this document and become familiar with the important dates and other information.

Table of Contents

Who is required to be an Iowa DNR Certified Well Contractor in Iowa?	3
When does the current certification period end?	3
What is the last date in the cert period that I can earn contact hours and have them qualify toward my current certification requirement?	3
What do I have to do to maintain my certification?	3
What are CEUs?	3
How many contact hours do I need to maintain my Well Contractor Certification?	3
What does 1.0 CEU equal to in training contact hours?	4
What happens if I do not obtain enough CEU contact hours to qualify for certification renewal?	4
Who is responsible for tracking my CEU contact hours?	4
What constitutes an “accurate record” of training events?	4
Where can I find how many CEU contact hours have been reported to the IDNR for me?	4
Are there going to be additional training opportunities before the March 31 deadlines?	5
What training qualifies toward CEU contact hour requirements?	5
What if the conferences required for my trade are not water well related?	5
Will my 8 hour safety refresher course count toward my CEU contact hour requirement?	5
Can I check my Well Contractor CEU contact hours that have been submitted on my behalf via the internet?	5
What can I do if I do not agree with the number of contact hours listed on my “Continuing Education (CEU) Status Report?	6
Who are my contacts regarding questions with Well Contractor Certification?	6
What are the dates for the next certification period?	6
What happens if I forget to send in my certification renewal fee on time?	6
What are the requirements to become a Certified Well Contractor?	6
What is a “Provisionally Certified Well Contractor?”	7
Where can I find the code and rules for contractor certification, well drilling, pump installation, heat loop installation, and well plugging?	7
Where can I get information regarding the well drilling statutes, rules and certification?	7
Where can I find access to contractor training that could meet my contact hour requirement in Iowa?	8

Well Contractor Certification Frequently Asked Questions –

Who is required to be an Iowa DNR Certified Well Contractor in Iowa?

All require that at least one Iowa DNR Certified Well Contractor be present on the site at the time the well services are taking place. Examples of well services include water well drilling, monitoring well installation, irrigation well drilling, geothermal (GHEX) drilling, dewatering installations, any other drilling installations where accessing, utilizing, or transferring groundwater is the goal, well pump installation and repair, pressure tank and switch installation, repair or replacement,

When does the current certification period end?

Your Well Contractor Certification Period ends on June 30 of every even numbered year. The end of the current certification period is June 30, 2014.

What is the last date in the cert period that I can earn contact hours and have them qualify toward my current certification requirement?

For the current certification period, all qualifying contact hours must be earned by March 31, 2014. Hours earned after March 31, 2014 cannot be applied to the 2014 renewal requirement. Any hours earned after March 31, 2014 will count towards your renewal requirements for the 2016 certification renewal cycle.

What do I have to do to maintain my certification?

- 1. You must follow the statute and rules found in Iowa Code and Iowa Administrative Code which reference well contractor certification and performing well services.*
- 2. Earn, track and report the proper number of CEU contact hours based on your category of certification for each certification period.*
- 3. Pay your certification renewal fee in a timely manner.*
- 4. Notify the Operator Certification Department of any changes in your contact information.*

What are CEUs?

Continuing Education Units (CEUs) are a method for the recognition and documentation of a professional well contractor's learning activities completed since their initial certification. Continual educational is the means by which contractors can maintain and improve the skills and knowledge necessary to provide high standards in the construction of water supply wells and delivery of well services. Participation in continuing education is an important activity that contributes to high standards in your industry are is required under Iowa law.

How many contact hours do I need to maintain my Well Contractor Certification?

Certified Well Driller	1.6 CEU or 16 Contact hours
Combination Certified Pump Installer/Well Driller	1.6 CEU or 16 Contact hours
Certified Pump Installer	1.0 CEU or 10 Contact hours
Certified Well Plugger (limited class certification)	None required at this time

What does 1.0 CEU equal to in training contact hours?

CEUs equal a set number of hours. 1 CEU = 10 training contact hours

What happens if I do not obtain enough CEU contact hours to qualify for certification renewal?

If you have not earned enough hours for certification renewal, you have two options:

- 1. Pay a testing fee, pass the required testing, and pay a \$1000.00 recertification fee.*
- 2. Do not operate as a Well Contractor and provide any well services within Iowa for a complete certification period (2 years.) Then you will be required to pay a testing fee, pass the required testing, and pay the normal certification fees before you can provide well services once again. If you choose this option you must earn CEUs effective immediately upon recertification.*

Who is responsible for tracking my CEU contact hours?

Many training providers take the steps to accurately track and submit contact hours to the IDNR for their training events offered to well contractors - but ultimately it is your responsibility as a Certified Well Contractor to maintain an accurate record of the training events you have attended that fulfill your CEU requirement. We recommend that you always track your own contact hours even if your training venues state that they submit attendance information to the IDNR because you will need the information if you should dispute your hours tracked within the DNR system.

What constitutes an “accurate record” of training events?

You should keep an official copy of the event promotional flyers, meeting agendas, abstracts, receipt of payment, etc. for each event that you have attended and plan to claim as earned contact hours. The information should list the day(s) of the event, name of the presentation/workshop/training, the event host, the person(s) giving the event presentation(s), and the length of each event offered for attendance. In addition, you should be prepared to supply a contact name and phone number to verify that you were in attendance the days that you indicate.

Where can I find how many CEU contact hours have been reported to the IDNR for me?

*You can use the IDNR Operator Certification Web Database found at the following link:
http://programs.iowadnr.gov/opcertweb/operator_select.aspx*

You can search by name, partial name, or certification number. Please keep in mind that the events that you should look for are the ones that list the end of CEU period as 03/31/2012. The total number of hours listed will reflect only those hours that have actually been reported to the Iowa DNR. If you find that you have earned CEU contact hours that are not listed on this database, please send copies of your proof of attendance for all training events to: Iowa DNR, Operator Certification Section, 401 SW 7th Street, Suite M, Des Moines, IA 50309-4611.

Are there going to be additional training opportunities before the March 31 deadlines?

Iowa and the surrounding states have professional organizations that host training seasons at annual conventions and meetings. Most of these events have some contact hours available that you should be able to submit toward your Iowa CEU requirement. Many of these training events take place during the winter months to take advantage of a slower work period for well drilling/servicing in general. Several organizations help promote contractor training by offering periodic contractor training. These organizations include: the Iowa Water Well Association, the Iowa Geothermal Association, the Iowa Groundwater Association, and a number of others. You should contact the organizations listed at the back of this document to inquire about upcoming training events that may be scheduled before the March 31, 2014 contact hour accrual deadline.

What training qualifies toward CEU contact hour requirements?

All activities used for continuing education credit must be approved by an accredited college or university, an issuing agency, or by the department, and shall be related to well services, relevant aspects of Iowa groundwater law, well construction, well maintenance, well abandonment practices, well contractor safety (no more than 0.2 CEU (2 contact hours) per renewal period), pump and water system maintenance, and Iowa geological and hydrogeological conditions which protect groundwater and water supplies. Personal growth and business courses like marketing, investment, office management, risk management, tax laws, investment strategies, etcetera - cannot be used for the fulfillment of your Iowa CEU contact hour requirement. In many cases, well contractor training from other states can be used for Iowa's CEU requirements. Please contact our offices for additional information.

What if the conferences required for my trade are not water well related?

For specialty drilling contractors who require Iowa Well Contractor Certification, it is important for you to know that the many educational offerings of your specialty drilling trade organizations will count towards your Iowa CEU requirement. Events like Shallow Exploration Drillers Clinic (SEDC) and American Petroleum Institute (API) and National Drillers Association (NDA) are a few examples of training providers. Please contact the Department if you have questions about your training provider.

Will my 8 hour safety refresher course count toward my CEU contact hour requirement?

*Unfortunately, the rules allow you to claim only **2 hours** of safety related training during each two year certification period toward your CEU contact hour requirements. One or more 8 hour safety refresher courses will not count for any more than a total of 2 contact hours towards well contractor certification during any given certification cycle.*

Can I check my Well Contractor CEU contact hours that have been submitted on my behalf via the internet?

Yes. You can access the contact hours that have been submitted to the DNR on the internet at the following web site:

http://programs.iowadnr.gov/opcertweb/operator_select.aspx

What can I do if I do not agree with the number of contact hours listed on my “Continuing Education (CEU) Status Report?”

You should contact your training provider and determine if they have submitted your hours to the IDNR. If they have not or if you cannot contact the provider, you will need to provide proof of your attendance to the training event. Your proof should include any material from the events that are connected each event including but not limited to: receipts for payment, promotional flyers, meeting agendas, and the contact information that will allow us to speak with the event coordinator. Please include any needed phone numbers that allow us to reach you during business hours, e.g. cell phone, business phone, and home phone numbers. Mail the copies of your supporting documents along with a cover letter stating your request to:

*Iowa Department of Natural Resources
ATTN: Contractor Certification - Laurie Sharp
309 SW 7th Street
Des Moines, IA 50309-4611*

Who are my contacts regarding questions with Well Contractor Certification?

*Operator Certification Program Director and database – Laurie Sharp (515) 725-0284
General questions about well rules, contractor certification, or if an upcoming event meets IDNR guidelines for contact hours – Russ Tell (515) 725-0462
To schedule a contractor certification exam – Jane Enfield (515) 725-0463*

What are the dates for the next certification period?

Your next certification period will start July 1, 2014 and ends June 30, 2016. You will need to have your contact hours earned for the 2014 renewal period by March 31, 2014. Please submit your contact hours for the 2014 renewal as soon as you earn them.

What happens if I forget to send in my certification renewal fee on time?

There is penalty fee of \$100.00 for each 30 days your fee is delinquent for up to 60 days. After sixty days you will be required to pay the renewal fee and pass all applicable exams.

What are the requirements to become a Certified Well Contractor?

*To become a **Certified Well Contractor – Well Driller**, you are required to have **2 years** and **2000 hours** of verifiable work experience directly associated with well drilling, environmental drilling, directional boring, well installation, rehabilitation and reconstruction. You also need to fill out an application, pay a testing fee, pass a two part examination and pay a certification fee.*

*To become a **Certified Well Contractor - Pump Installer**, you are required to have **2 years** and **1000 hours** of verifiable work experience directly associated with pump installation, pump repair, and well services. You also need to fill out an application, pay a testing fee, pass a two part examination and pay a certification fee.*

*To become a **Certified Well Contractor – Well Driller/Pump Installer**, you are required to have **2 years** and **2000 hours** of verifiable work experience directly associated with well drilling, environmental drilling, directional boring, well installation, rehabilitation reconstruction, in addition to at least one year of verifiable work*

experience in pump installation, pump repair, and well services. You also need to fill out an application, pay a testing fee, pass a three part examination and pay a certification fee.

What is a “Provisionally Certified Well Contractor?”

The category of **Provisionally Certified Well Contractor** allows an employee that does not qualify for full contractor certification a chance to gain experience under the direct supervision of a fully certified well contractor. The fully certified well contractor is required to sign the application form as a consignor and in doing so agrees to be jointly liable for any violation of the rules regarding well services provided by the provisionally certified well contractor. To qualify for provisional certification, the employee must have **one half of the verifiable employment and work experience** required for full certification, pay a testing fee, and pass a two or three part test depending on the level of certification desired. A contractor who meets the requirements of provisional certification will be issued a provisional certification for a period of one year. The Provisionally Certified Contractor will be issued a Certified Well Contractor certificate after a period of one year providing that the contractor is in good standing with the department and has submitted the appropriate certification fee to the department.

Where can I find the code and rules for contractor certification, well drilling, pump installation, heat loop installation, and well plugging?

You can find the code that establishes the regulations in the Code of Iowa 455B:

455B.171 – Definitions

455B.187 – Water Well Construction

455B.188 – Provision for Emergency Replacement of Water Wells

455B.190 – Abandoned Wells Properly Plugged

455B.190A – Well Contractor Certification Program

You can find the well drilling/servicing rules in the Iowa Administrative Code 567

Chapter 38 – Well permitting

<http://www.legis.state.ia.us/Rules/Current/iac/567iac/56738/56738.pdf>

Chapter 39 – Properly Plugging Abandoned Wells

<http://www.legis.state.ia.us/Rules/Current/iac/567iac/56739/56739.pdf>

Chapter 49 – Nonpublic Water Supply Wells

<http://www.legis.state.ia.us/Rules/Current/iac/567iac/56749/56749.pdf>

Chapter 82 – Well Contractor Certification

<http://www.legis.state.ia.us/Rules/Current/iac/567iac/56782/56782.pdf>

Where can I get information regarding the well drilling statutes, rules and certification?

You can contact your local County Health official or call Russ Tell at (515) 725-0462.

Where can I find access to contractor training that could meet my contact hour requirement in Iowa?

The professional organizations that support well contractors are a good place to start to look for your training needs. Listed below are the contact numbers for the some organizations that provide training yearly.

- ❖ *The Iowa Water Well Association <http://www.iwwa.org/> 515-248-1558*
- ❖ *The Iowa Groundwater Association <http://www.igwa.org/>*
- ❖ *The Iowa Geothermal Association, <http://www.iowageothermal.org/> 515-224-6469*
- ❖ *The National Groundwater Association www.ngwa.org 800-551-7379*
- ❖ *The Illinois Association of Groundwater Professionals <http://iaqp.org/> 708)-488-8993*
- ❖ *The Minnesota Water Well Association <http://www.mwwa.org/> 651-290-6260*
- ❖ *The Missouri Water Well Association <http://missouriwaterwellassociation.com/> 314-974-6992*
- ❖ *The Nebraska Well Drillers Association <http://www.nebraskawelldrillers.org/> 402-476-0162*
- ❖ *The South Dakota Well Drillers Association No web site listed 605-734-6631*
- ❖ *The Wisconsin Water Well Association <http://wisconsinwaterwell.com/> 608-319-2200*
- ❖ *Shallow Exploration Drillers Clinic <http://sedc.unl.edu/>*
- ❖ *American Petroleum Institute (API)*
- ❖ *Environmental Professionals of Iowa <http://www.epiowa.org/>*
- ❖ *National Drillers Association <http://www.nda4u.com/>*

Where to obtain private well construction permits

- ❖ *Your Local County Environmental Health Offices*